

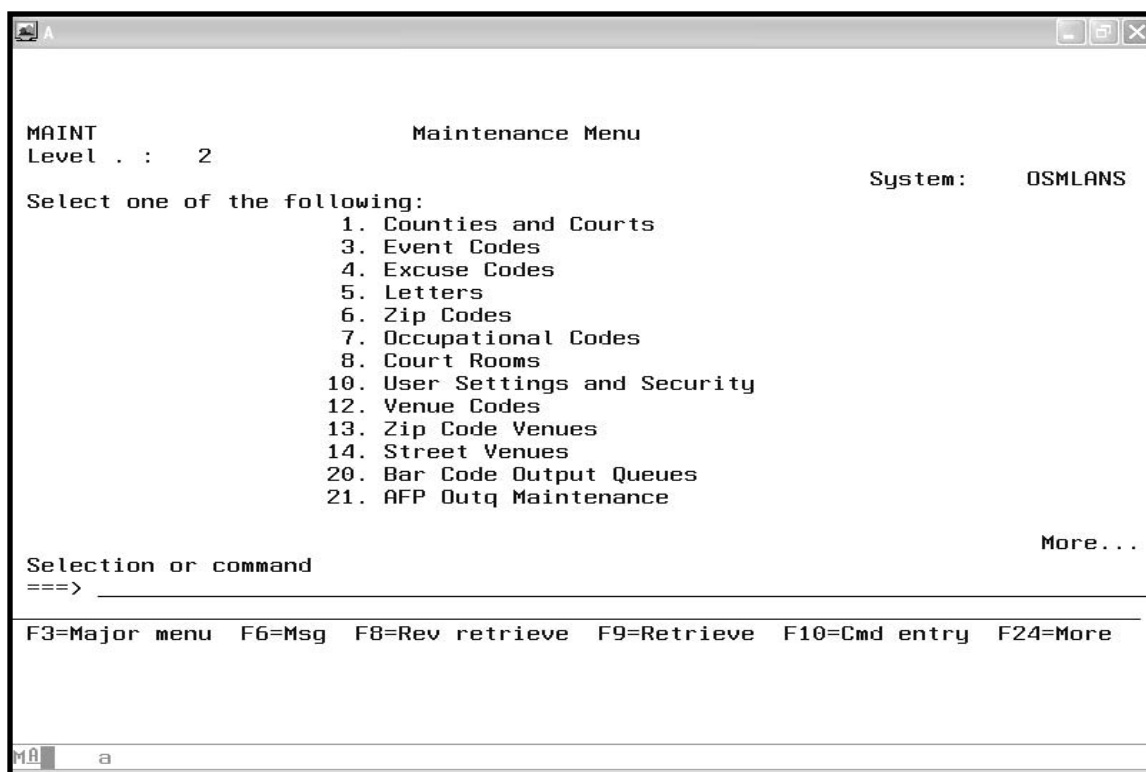
Chapter 8 - Maintenance Menu

CHAPTER EIGHT -- MAINTENANCE MENU

ACCESSING MAINTENANCE MENU

Overview

The Maintenance Menu contains options to maintain tables of codes and general information about the counties and courts using this application software. The use of codes in the jury system standardizes record-keeping. The code files are loaded at software implementation by Judicial Information Systems (JIS) and are maintained by the individual county on an as-needed basis to reflect any updates or additions to the codes.



Maintenance Menu

The Maintenance Menu

The Maintenance menu displays when option 60 is selected from the JIS Jury System Menu. The options can be accessed by entering the appropriate option number on the Selection or command line and pressing [ENTER].

COUNTIES AND COURTS

Overview

The Counties and Courts option is used to add, modify or delete counties, court types, courts, court locations using this application software. Financial codes, service codes and venues can be defined per location through this option. Address, telephone number, and contact person of the county and court locations can also be defined through this option.

Accessing the Screen

To access the Work With County screen (Figure 52) type 1 in the Selection or command line on the Maintenance Menu and press [ENTER].

```

A
JYANDFK  DISPLAY                                     6/02/05 11:14:28
                                     Work With County

County: ____

2=Change  4=Delete  5=Display  C=Court Types

   County  Name
   ----   -
   25      GENESEE
   41      KENT COUNTY
   50      MACOMB COUNTY
   76      SANILAC COUNTY
   82      WAYNE COUNTY

F3=Exit  F6=Create                                     Bottom
  
```

Work With Counties

Field Definitions

COUNTY (Header)	This is a "positioner" field. Type the county number to be displayed on the first detail line of the screen. If the user has multi-county authority, all county records will display.
COUNTY	The county number of records contained in the database.
NAME	The name of each county in the database.

To Add a County

To access the Edit County Details screen (Figure 53) press [F6] from the Work With County Screen.

JYALE1K ADD 6/02/05 11:18:31

County Number: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____

Telephone: _____ Ext: _____

F3=Exit

MA a

Edit County Details screen

Field Definitions

COUNTY NUMBER	The number of the County being added to the database.
NAME	The name of the County being added to the database.
ADDRESS	The address of the county building.
CITY	The city in which the county building resides.
STATE	The state in which the county exists.
ZIP	The zip code of the county building.
CONTACT	The contact person in the county responsible for the jury process.
TELEPHONE/EXT	The telephone number and extension of the contact person.

To Update County Information	To access the Edit County Details (Change) screen, enter 2 in the option field of the record to be updated and press [ENTER]. Once the necessary changes are made, press [ENTER] and the modifications will be made to that record.
To Delete County Information	To access the Delete County screen, enter 4 in the option field of the record to be deleted and press [ENTER]. The field definitions are the same as the Edit County Details Screen, however, the function keys are different. To delete the record press [F11], the record will be removed from the database providing there are no jurors selected for that county.
To Display County Information	To access the Display County screen enter 5 in the option field of the record to be displayed and press [ENTER].

NOTE: Any letters generated by the Jury System where the juror is not assigned to a court will print using the above contact, county, and address.

WORK WITH COURT TYPES

Overview

The Work with Court Types option is used to add, modify, delete, or display court types within a county.

To access the Work with Court Types screen, type C in the option field next to the appropriate county from the Work with county screen and press [ENTER].

```

A
JYAQDFK    DISPLAY                                6/02/05 13:48:42
                                Work with Court Type

County: 25   Court Type: _
2=Change  4=Delete  5=Display  C=Courts

  Court  Description
  Type
-   C    CIRCUIT COURT
-   D    DISTRICT COURT
-   Z    UNASSIGNED JURORS

F3=Exit   F6=Create

MA  a

```

Work with Court Types

Field Definitions

COUNTY (Header)	The number of the county the court types are being created for.
COURT TYPE (Header)	This is a "positioner" field. Type the court type to be displayed on the first detail line of the screen.
COURT TYPE	The designation code of the court type created (C=Circuit, D=District, P=Probate, F=Family, etc).
DESCRIPTION	The description of the court type code (Circuit, District, Probate, Family, etc).

To Add a County

To access the Edit Court Type Details screen press [F6] from the Work With Court Type screen.

Edit Court Type Details screen

Field Definitions

COUNTY	The County number for which the Court Type is being created.
COURT TYPE	The court type code being created.
DESCRIPTION	The description of the court type code being created.

To Update Court Types

To access the Edit Court Type Details (Change) screen, enter 2 in the option field of the record to be updated and press [ENTER]. Once the necessary changes are made, press [ENTER] and the modifications will be made to that record.

To Delete Court Types

To access the Delete County screen, enter 4 in the option field of the record to be deleted and press [ENTER]. The field definitions are the same as the Edit Court Type Details screen, however, the function keys are different. To delete the record press [F11], the record will be removed from the database.

To Display Court Types

To access the Display Court Types screen enter 5 in the option field of the record to be displayed and press [ENTER].

WORK WITH COURTS

Overview

The Work with Courts option is used to add, modify, delete, or display court definitions.

To access the Work with Courts screen, type c in the option field next to the appropriate court type from the Work with Court Type screen and press [ENTER].

```

A
JYA0DFK    DISPLAY                               6/03/05  8:57:54
                                Work with Court
County: 25   Court Type: C   Court Number: ____
2=Change  4=Delete  5=Display  C=Court Locations
      Court   Court
      Type    Number
      _      C      07

F3=Exit   F6=Create

MA a

```

Work with Courts

Field Definitions

COUNTY (Header)	The County of the Court Types for which the courts are being created.
COURT TYPE (Header)	The Court Type for which the courts are being created.
COURT NUMBER (Header)	This is a "positioner" field. Type the court number to be displayed on the first detail line of the screen.
COURT TYPE	The court type designation code (C=Circuit, D=District, P=Probate, F=Family).
COURT NUMBER	The court number (circuit, district, probate, family).

To Add a Court

To access the Edit Court Details screen (Figure 57) press [F6] from the Work With Court Type screen.

Edit Court Details screen

Field Definitions

COUNTY	The number of the County for which the court is being created.
COURT TYPE	The Court Type for which the court is being created.
COURT NUMBER	The number of the court being created.
COURT NAME	The name of the court being created.
To Update Court Information	To access the Edit Court Details (Change) screen, enter 2 in the option field of the record to be updated and press [ENTER]. Once the necessary changes are made, press [ENTER] and the modifications will be made to that record.
To Delete Court Information	To access the Delete Court screen, enter 4 in the option field of the record to be deleted and press [ENTER]. The field definitions are the same as the Edit Court Details Screen, however, the function keys are different. To delete the record press [F11], the record will be removed from the database.

If a Juror exists in the County or a Jury List was selected, an error message is displayed and the county can not be deleted. The following records are also removed when a County is deleted: County, Court Type, Court, Court Location, Juror/Trial, Financial Codes, Service Codes, Terms, Panels, Trial, Court Location Voucher, Court Location Venue, Voucher Headers/Details, Letter codes/details and Years.

To Display Court Information

To access the Display Court screen enter 5 in the option field of the record to be displayed and press [ENTER].

WORK WITH COURT LOCATION

Overview

The Work with Court Location screen is used to add, modify, delete or display court location information.

To access the Work with Court Location screen, type C in the option field next to the appropriate court from the Work with Court screen and press [ENTER].

```

A
JYA4DFK  DISPLAY                               6/06/05 14:50:39
                                Work with Court Location
County: 25  Court Type: C  Court Number: 07  Location: __
2=Change  4=Delete  5=Display  F=Financial Codes  S=Service Codes  V=Venues
U=User Security  VC=Voucher
  Crt      Name              City
__  C 07  1    7TH CIRCUIT COURT    FLINT

F3=Exit  F6=Create

Bottom
  
```

Work with Court Location screen

Field Definitions

COUNTY (Header)	The number of the court for which the court location is being created.
COURT TYPE (Header)	The court designation code for which the court location is being created.
COURT NUMBER (Header)	The court number for which the court location is being created.
LOCATION (Header)	This is a "positioner" field. Type the location number to be displayed on the first detail line of the screen.
CRT	The court, court number and location.

NAME The description of the court location.

CITY The city in which the court is located.

To Add a Court Location To access the Edit Court Location Details screen press [F6] from the Work With Court Location screen.

Edit Court Location Details screen

Field Definitions

COUNTY The number of the county that the court location is being created for.

COURT TYPE The court type that the court location is being created for.

COURT NUMBER The court number that the court location is being created for.

LOCATION The location number that is being created.

NAME The name of the location.

ADDRESS The address of the location.

CITY The city of the location.

STATE	The state of the location.
ZIP	The zip code of the location
CONTACT	The contact person at the location.
TELEPHONE/EXT	The telephone number and extension of the contact person at the location.
VOUCHER FORM #	The last voucher number printed. This unique number is used for audit purposes.
EXPORT MEMBER NAME	The name of the file member used with the voucher export option. Call JIS for set up.
CUTOFF TIME FOR A HALF DAY	Enter the ending time to determine one half day. Example Format = 1200.
Am/Pm	Enter A for Am or P for Pm for the half day cutoff time.

CUTOFF TIME FOR
A FULL DAY

Enter the ending time to determine a full day. Example
format = 0500.

Am/Pm

Enter A for Am or P for Pm for the full day cutoff time.

NOTE: Any letters generated by the Jury System where the juror is assigned to a court will print using the above contact, location, and address.

To Update Court Location
Information

To access the Edit Court Location Details (Change) screen, enter 2 in the option field of the record to be updated and press [ENTER]. Once the necessary changes are made, press [ENTER] and the modifications will be made to that record.

To Delete Court Location
Information

To access the Delete Court Location Details screen, enter 4 in the option field of the record to be deleted and press [ENTER]. The field definitions are the same as the Edit Court Location Details screen, however, the function keys are different. To delete the record press [F11], the record will be removed from the database.

If a Juror exists in the Court Location then an error message is displayed and the Court Location can not be deleted. The following records are also removed when a Court Location is deleted: Court Location, Juror/Trial, Financial Codes, Service Codes, Terms, Panels, Trial, Court Location Voucher, Court Location Venue, and Voucher Headers/Details.

To Display Court Location
Information

To access the Display Court Location screen enter 5 in the option field of the record to be displayed and press [ENTER].

WORK WITH FINANCIAL CODES

Overview

The Work with Financial Codes option is used to create, modify, delete or display financial code information. There are three financial code types that can be used, "M" for mileage, "P" for one-half day per diem, "A" for amounts.

NOTE: Financial codes must be established in order to use the Voucher Process for juror reimbursement.

Accessing the Screen

To access the Work with Financial Codes screen type F in the option field next to the appropriate court location from the Work with Court Location screen.

Opt Code	Description	Effective Date	Type	Amount	Paymnt Type	Auto Calc
— DIN	DINNER	1/01/2005	A	.000	1	N
— LUN	LUNCH	1/01/2005	A	5.000	1	N
— MIL	MILEAGE	1/01/2005	M	.405	1	Y
— PDM	PER DIEM	1/01/2005	P	12.500	1	Y
— PD2	PER DIEM 2ND DAY	1/01/2005	P	20.000	2	Y

Work With Financial Codes screen

Field Definitions

COUNTY (Header)	The county for the location of the Financial Code.
COURT (Header)	The court for the location of the Financial Code.
CODE (Header)	This is a "positioner" field. Type the financial code to be displayed on the first detail line of the screen.

CODE	The three character financial code.
DESCRIPTION	The description of the financial code.
EFFECTIVE DATE	The date the financial code became effective.
TYPE	There are three valid financial code types: "M" (mileage), "P" (per diem), and "A" (amount).
AMOUNT	The value assigned to a financial code.
PAYMENT TYPE	1= payments made at the 1st day rate. 2= payments made at the subsequent day rate.
AUTO CALC	The automatic calculation flag determines whether this financial code is included in the automatic calculation of the voucher process.

To Add a Financial Code

To access the Edit Financial Code Details screen press [F6] from the Work with Financial Codes screen.

JYGV1K ADD Edit Financial Code 6/07/05 8:30:35

County: 25
Court: C 07 1

Financial Code: _____
Description: _____
Effective Date: _____ Obsolete Date: _____
Type: _____
Amount: .000
Auto Calc: _____
Payment Type: 1

F3=Exit

MA a

Edit Financial Code Details screen

Field Definitions

COUNTY (Header)	The county of the location for the financial code.
COURT (Header)	The court of the location for the financial code.
FINANCIAL CODE	Type the three letter designation code to be created.
DESCRIPTION	Type the description of the financial code to be created.
EFFECTIVE DATE	Type the beginning date of when the financial code is effective.
OBSOLETE DATE	Type the ending date of when the financial code is no longer valid.
TYPE	The three valid code types are "M" (mileage), "P" (per diem), "A" (amount).
AMOUNT	Type the amount for the financial code to be created. Mileage and per diem types must have an amount. The voucher process will automatically create voucher details for codes that have an amount entered.
AUTO CALC	Enter Y, along with an amount to be automatically calculated during the voucher process. Enter N so the financial code is not automatically calculated. However, an amount may be entered as a standard rate for use with option 2 on the voucher screen.
PAYMENT TYPE	1= payments made at the first day rate. 2= payments made at the subsequent day rate.
To Update Financial Codes	To access the Edit Financial Codes (Change) screen, enter 2 in the option field of the record to be updated and press [ENTER]. Once the necessary changes are made, press the [ENTER] key and the modifications will be made to that record.
To Delete Financial Codes	To access the Delete Financial Codes screen, enter 4 in the option field of the record to be deleted and press [ENTER]. The field definitions are the same, however, the function keys are different. To delete the record press [F11], the record will be removed from the database.
To Display Financial Codes	To access the Display Financial Codes screen, enter 5 in the option field of the record to be displayed and press [ENTER].

WORK WITH SERVICE CODES

Overview

The Work with Service Codes option is used to add or delete service codes. Service codes will be used to automatically update the service date of a juror at the time a voucher is created.

NOTE: Consult the Chief Judge of your court to identify if payment constitutes service. If payment constitutes service, proceed with establishing service codes, otherwise do not create service codes.

Accessing the Screen

To access the Work with Service Codes screen type S in the option field next to the appropriate court location on the Work with Court Location screen and press [ENTER].

```

JYHSDFK    DISPLAY                                6/07/05  8:45:49
Work with Service Codes
County: 25  Court: C 07 1  Code: ____
Type options, press Enter.
4=Delete

Opt  Code  Description
_    SRV    SERVICE

F3=Exit  F6=Create

Bottom
  
```

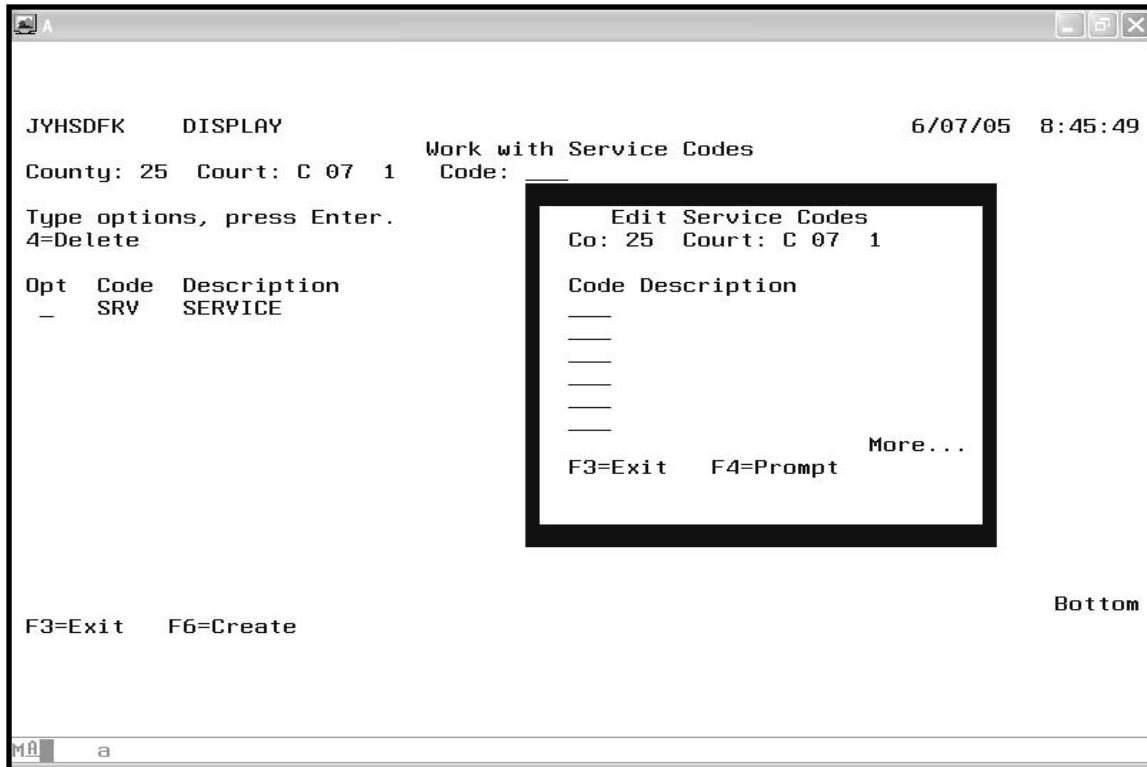
Work with Service Codes screen

Field Definitions

COUNTY (Header)	The county for the location of the service code.
COURT (Header)	The court for the location of the service code.
CODE (Header)	This is a "positioner" field. Type the service code to be displayed on the first detail line of the screen.
CODE	The service code.

DESCRIPTION The description of the service code.

To Add a Service Code To access the Edit Service Code window press [F6] from the Work with Court Location screen.



Edit Service Codes window

Field Definitions

CO (Header) The county for the location of the service code to be created.

COURT (Header) The court for the location of the service code to be created.

+CODE Type the three character designation code of the service code to be created. This must be an existing event code.

DESCRIPTION Type the description of the service code to be created.

To Delete Service Codes To access the Delete Service Codes screen, enter 4 in the option field of the record to be deleted and press [ENTER]. To delete the record press [F11], the record will be removed from the database.

WORK WITH COURT LOCATION VENUES

Overview

Court Location Venues must be established when a court has a limited jurisdiction court within the county to select jurors. This insures that the proper jurors are selected for the court.

NOTE: Valid venue codes must be established in the Venue Codes option on the Maintenance Menu before being added to court locations.

Accessing the Screen

To access the Work With Court Location Venues screen, type V in the option field next to the appropriate court location from the Work With Court Location screen and press [ENTER].

```

A
JYB2DFK  DISPLAY                               6/07/05  9:00:52
Work With Court Location Venues

County: 25  Court: C 07  1  Venue: ____

Type options, press Enter.
4=Delete

  Venue  Description
  --  --  --
  1      1 - CITY
  2      2 - COUNTY

F3=Exit  F6=Create                                Bottom
MA a

```

Work with court Location Venues screen

Field Definitions

COUNTY (Header)

The number of the court for which the court venue is being created.

COURT (Header)

The court designation (C=Circuit, D=District, P=Probate). This labeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number). The second unlabeled field is location number (D-67-1, D-67-2).

VENUE (Header)	The three character venue code which the court location venue is being created.
VENUE	Three character code of existing venues.
DESCRIPTION	The description of the court location venue.

NOTE: If venues are being used in a county because of courts with limited jurisdiction, each court location must establish the venues from which jurors may be selected. Example: A district court location may only select jurors from venue A, another district court location from venue B. However, the circuit court must establish both A and B venues so that jurors of both venues may be selected.

WORK WITH COURT LOCATION/USER SECURITY

Overview

The Work with Court Location/User Security screen is used to authorize access to a specific court location.

To access the Work with Court Location/User Security screen, type a U in the option field next to the appropriate court from the Work with Court Location screen and press [ENTER].

```

JYRCDFK    DISPLAY                               6/07/05  9:21:07
                                     Court Location/User Security

County: 25 GENESEE
Crt Loc: C 07 1  7TH CIRCUIT COURT

Type options, press Enter.
Y=Authorized  N=Unauthorized

Opt  User ID      Description
Y    ARLENA      ARLENA
Y    BUCKNERL    LARRY BUCKNER USERID
Y    GLEN        GLEN
Y    OSMUSER     OSMUSER

F3=Exit  F6=Add New Userid                                Bottom
  
```

Work with Court Location/User Security screen

Field Definitions

COUNTY(Header)	The county number and name for which the court location security is being created.
COURT LOCATION (Header)	The court type, number, and location for which the court location security is being created.
OPTION	Type Y to authorize a user to work within the specified location. Type N to unauthorize a user access to the specified location.
USER ID	The AS400 user id assigned to the user.
DESCRIPTION	The description of the user.

To Add a New User Id to the
Court Location/User Security

To access the Edit User/Court Location Security screen, press
[F6] from the Court Location/User Security screen.

JYREE1K ADD Edit User/Court Location Security 6/07/05 9:25:45

County: 25

Court Location: C 07 1

User ID: _____

F3=Exit F4=Prompt

Edit User/Court Location Security screen

Field Definitions

COUNTY	The number of the county that the court location security is being created for.
COURT LOCATION	The court type, number, and location for which the court location security is being created.
USER ID	The AS400 user id assigned to the user. [F4] can be used in this field to prompt for user ids.

VOUCHER

Overview

Voucher forms may be generated using the Voucher Process from the Financial Menu. A voucher must be established for the court location before voucher forms can be printed.

Accessing the screen

To establish a voucher, type VC in the option field next to the appropriate court location from the Work With Court Location screen and press [ENTER]. The Edit Court Location Voucher window will display.

Sample Edit Court Location Voucher screen

Field Definitions

PAPER SIZE	Indicate H for half page (5 ½ ") or F for full page (11") voucher.
+LETTER CODE	Indicate the letter code of the text to be printed on the voucher. To define text for the voucher, create a letter using the Letters option on the Maintenance Menu.
To delete the voucher set up	Display the Edit Court Location Voucher screen and press [F11].
To print a Sample Voucher	Display the Edit Court Location Voucher screen and press [F21].

*****		Sanilac County	0000099
**	JUROR	**	99th SAMPLE COURT
**	VOUCHER	**	

JOHN Q PUBLIC		Year:	YYYYYYYY
1234 MAIN STREET		System#:	99999998
ANYWHERE MI 12345		Term:	9998
		Panel:	98
		Juror#:	998
		Case#:	99-9999-FH

This certifies that the above juror has been in attendance on 3/22/04
and is entitled to compensation as follows:

Attendance of	1/2 days @	_____	1st Day Rate	=	_____
	1/2 days @	_____	Subs Rate	=	_____
_____ Trips, Mileage of _____ @				=	_____
Total =					_____

Signature	Date
-----------	------

** VOUCHER VOID AFTER 10 DAYS **

(County Clerk name), County Clerk

Sample Voucher

The top portion of the voucher down to the Total line is system-defined. The bottom portion of the voucher is user-defined text based on the letter code.

Voucher forms may be printed on a laser printer. For multi-part forms, print on an impact forms printer.

EVENT CODES

Overview

The Event Codes option is used to add, modify, delete or display event codes. Event codes will be used to update the status of a juror, excuse jurors from service, or clear assignments to courts, terms, and panels.

NOTE: Standard event codes will be loaded when the Jury System is installed.

Accessing the Screen

To access the Work With Event Codes screen type 3 in the Selection or command line on the Maintenance Menu and press [ENTER].

```

JYB9DFK    DISPLAY                                6/07/05 14:02:30
                                     Work with Event Codes
Event: ____

2=Change   4=Delete   5=Display
Event      Description

-- CLR     CLEAR ASSIGNMENT           Sts  Exc  Dates  Perm  Clr
-- EXC     EXCUSED                     Req  Req  Req  Exc  Asgn
-- EXM     EXEMPT                      Y    Y    N    N    Y
-- NEW     NEW JUROR                   Y    N    N    N    N
-- NW1     NEW JUROR 1 - ONE STEP      Y    N    N    N    N
-- ORI     ORIENTATION                 N    N    N    N    N
-- PEX     PERMANENTLY EXCUSED         Y    Y    N    Y    Y
-- QLF     QUALIFIED                   Y    N    N    N    N
-- QST     QUESTIONNAIRE MAILED        Y    N    N    N    N
-- QS2     QUESTIONNAIRES              Y    N    N    N    N
-- SRV     SERVICE                     Y    N    N    N    N
-- SUM     SUMMONS                     Y    N    N    N    N
-- UDL     UNDELIVERABLE               Y    N    N    N    Y

F3=Exit    F6=Create    F21=Print List
More...
  
```

Event Codes screen

Field Definitions

EVENT (Header)	This is a "positioner" field. Type the event code to be displayed on the first detail line of the screen.
EVENT	The three character designation code for the event.
DESCRIPTION	The description of the event.

STS	The event will change the status of a juror.
EXC REQ	The event will require an excuse code.
DATES REQ	The event will require a date (ie: juror deferred from 01/01/2004 through 03/01/2004).
PERM EXC	The event will permanently excuse a juror.
CLR ASGN	The event will clear the assignment (court, term, panel, juror#) of the juror.

To Add an Event Code To access the Edit Event Code screen press [F6] from the Work With Event Codes screen.

NOTE: Consult JIS before adding an event code to insure proper set up.

A

JYCCE1K ADD

6/07/05 14:11:07

Edit Event Code

Event Code: ____

Description: _____

Status: ____

Excuse Required: ____

Dates Required: ____

Permanent Excuse: ____

Clear Assignment: ____

F3=Exit

MA a

Edit Event Code screen

Field Definitions

EVENT CODE	Type the three character designation code to be assigned to the event.
DESCRIPTION	Type the description of the event code.
STATUS	Enter Y in this field if the code will change the status of a juror.
EXCUSE REQUIRED	Enter Y in this field if an excuse code must be used at the same time this code is used.
DATES REQUIRED	Enter Y in this field if a date range is required.
PERMANENT EXCUSE	Enter Y in this field if the code will permanently excuse a juror from service.
CLEAR ASSIGNMENT	Enter Y in this field if the code will clear the assignment of a juror (court, term, or panel, juror#).
To Update an Event Code	<p>To access the Edit Event Code (Change) screen, enter 2 in the option field of the record to be updated and press [ENTER]. Once the necessary changes are made, press [ENTER] and the modifications will be made to that record.</p> <p>NOTE: Consult JIS before modifying an event code to insure proper set up.</p>
To Delete an Event Code	To access the Delete Event Code screen, enter 4 in the option field of the record to be deleted and press [ENTER]. The field definitions are the same as the Edit County Details screen, however, the function keys are different. To delete the record press [F11], the record will be removed from the database.
To Display an Event Code	To access the Display Event Code screen enter 5 in the option field of the record to be displayed and press [ENTER].
To Print Event Codes	Press [F21].

EXCUSE CODES

Overview

The Excuse Codes option is used to add, modify, delete, or display excuse codes. Excuse codes are used to describe why a juror would not be eligible for jury duty.

NOTE: Standard excuse codes will be loaded when the jury system is installed.

Accessing the Screen

To access the Work With Excuse Codes screen type 4 in the Selection or command line on the Maintenance Menu and press [ENTER].

```

JYCFDFK    DISPLAY                                6/07/05 14:22:17
Excuse: ____

2=Change   4=Delete   5=Display
Excuse     Description
- DCD      DECEASED
- DIS      DISABLED
- EXC      TEMPORARILY EXCUSED / DEFERRED
- FEL      SENTENCE FOR FELONY
- JDG      BY ORDER OF THE JUDGE
- MED      MEDICAL EXCUSE
- NCZ      NON US CITIZEN
- NSE      NOT SPEAK ENGLISH
- NUE      NOT UNDERSTAND ENGLISH
- OOC      OUT OF COUNTY
- O70      OVER 70
- PSR      PREVIOUS SERVICE WITHIN 12 MO

F3=Exit    F6=Create    F21=Print                                Bottom
  
```

Work with Excuse Codes screen

Field Definitions

EXCUSE (Header)	This is a "positioner" field. Type the excuse code to be displayed on the first detail line of the screen.
EXCUSE	The three character designation code assigned to the excuse.
DESCRIPTION	The description of the excuse code.

To Add an Excuse Code

To access the Edit Excuse Code screen press [F6] from the Work With Excuse Codes Screen.

JYCIE1K ADD 6/07/05 14:33:58

Edit Excuse Code

Excuse Code: ____

Description: _____

F3=Exit

MA a

Edit Excuse Codes screen

Field Definitions

EXCUSE CODE	Type the three character designation code to be assigned to the excuse being created.
DESCRIPTION	Type the description of the excuse code.
To Update an Excuse Code	To access the Edit Excuse Code (Change) screen, enter 2 in the option field of the record to be updated and press [ENTER]. Once the necessary changes are made, press [ENTER] and the modifications will be made to that record.
To Delete an Excuse Code	To access the Delete Excuse Code screen, enter 4 in the option field of the record to be deleted and press [ENTER]. The field definitions are the same as the Edit Excuse Code screen, however, the function keys are different. To delete the record press [F11], the record will be removed from the database.
To Display an Excuse Code	To access the Display Excuse Code screen, enter 5 in the option field of the record to be displayed and press [ENTER].
To Print Excuse Codes	Press [F21].

LETTERS

Overview

The Letters option is used to add, modify, delete, or display letters. Letters can be created to notify certain groups of jurors or individual jurors of information to be relayed from a court. Letters may be used for Summons, Thank You's, follow-up, vouchers, and for certification of selected jurors and voucher lists.

Accessing the Screen

To access the Work with Letters screen type 5 in the Selection or command line on the Maintenance Menu and press [ENTER].

```

A
-----
JYE4DFK    DISPLAY                               6/07/05 15:08:40
                                     Work with Letter Codes
County: 25  Letter Code: ____
Type options, press Enter.
1=Select  2=Change  3=Copy   4=Delete  5=Display  L=Edit Letter

Code  Description
--   -
QST   TEXT FOR QUESTIONNAIRE
SUM   SUMMONS LETTER
TST   TEST LETTER FOR NON-ASP

F3=Exit  F6=Create                                Bottom
MA      a
  
```

Work with Letters screen

Field Definitions

COUNTY (Header)	The county for the location of the Letter.
LETTER CODE (Header)	This is a "positioner" field. Type the letter code to be displayed on the first detail line of the screen.
CODE	The three character designation code assigned to the letter.
DESCRIPTION	The description of the letter.

To Add a Letter

To access the Edit Letter Code screen press [F6] from the Work With Letter Codes screen.

Work with Letter Codes

Field Definitions

COUNTY	The County for which the letter code is being created.
LETTER CODE	The three character designation code assigned to the letter.
DESCRIPTION	The description of the letter code.
PRINT HEADING	Type Y if a name and address should print on the heading of the letter. Type N if no heading is to be printed on the letter. If a juror is not assigned to a court, the letter will print the name and address of the county contact. If the juror is assigned to a court, the letter will print the name and address of the court contact.
PRINT JUROR INFO	Type Y if the juror's year, number, term, term number, and panel are to be printed on the letter being created. This information may be referred to within the body of the letter.
PRINT DATE (Y/N)	Type the desired date to automatically print on letters.

VERTICAL ADJUSTMENT	Leave blank or enter a number zero through nine to determine vertical position on letter. This allows the flexibility to print the address in the proper place when using window envelopes.
SALUTATION	Type the salutation that is to be used for the letter being created. Example: "Dear..."
CLOSE	Type the close that is to be used for the letter being created. Example: "Sincerely," "Respectfully," etc.
FROM NAME	Type the name of the contact person for the court that will be using the letter being created.

To Update a Letter	To access the Edit Letter Code (change) screen, enter 2 in the option field of the record to be updated and press [ENTER]. Once the necessary changes are made, press [ENTER] and the modifications will be made to that record.
To Delete a Letter	To access the Delete Letter screen, enter 4 in the option field of the record to be deleted and press [ENTER]. The field definitions are the same as the Edit Letter Code screen, however, the function keys are different. To delete the record press [F11], the record will be removed from the database.
To Display a Letter	To access the Display Letter screen, enter 5 in the option field of the record to be displayed and press [ENTER].
To Create the Text of a Letter	To access the Edit Letter Detail screen, enter L in the option field of the letter code for which the text is being created and press [ENTER].

JYK8EFK ADD 6/10/05 8:52:54

Edit Letter

County: 76 Letter: CRT ??? Sequence#: ____

Type option, press Enter.
4=Delete B=Blank Line I=Insert Line

The county jury board appeared in the county clerk's office on this
day of _____, 20____ at _____ m. The following members were
present:

We do hereby certify that the above _____ jurors were drawn by us from
names supplied by the Secretary of State's List.

The said drawing was conducted according to the form of Statutes 600.1328 &
600.1329, in such case made and provided. This list of jurors drawn on the
day of _____, will serve at the _____ term of the
More...

F3=Exit F5=Reload F10=Toggle Allow Options F21=Print

Edit Letter Detail screen

Field Definitions

COUNTY(Header)	The county for which the letter is being created.
LETTER CODE (Header)	The three character designation code assigned to the letter being created.
DESCRIPTION (Header)	This unlabeled field is the description of the letter code.
SEQUENCE (Header)	This is a positioning field to start display at a certain line. Each line is sequenced by 10 (10, 20, 30, etc.).
To Delete the Text of a Letter	<p>The text of the letter can be added in the blank lines available on this screen. The Page Down key can be used to display an additional page of blank lines.</p> <p>To access the option to delete detail lines press [F10] from the Edit Letter Detail screen and the Edit Letter Detail (Change) screen will display with the option column available to use 4=Delete.</p> <p>Press F10 to allow option fields to display.</p>

Options

- | | |
|---|--|
| B | Enter "B" in the option field next to the desired line of text to be removed. Option B must be used to blank out a line. Blanking out the text will not remove the text. |
| I | Enter "I" in the option field on the line before the line you wish to insert a blank line. |

Function Keys

F3=EXIT	Press [F3] to exit from the Edit Letter screen.
---------	---

F5=RELOAD	Press [F5] to redisplay letter prior to last change. Do not press [ENTER] before pressing [F5].
-----------	---

F10=TOGGLE ALLOW OPTIONS	Press [F10] when you want to use any of the option keys.
-----------------------------	--

ENTER	Always press ENTER to save changes to the letter text.
-------	--

To Print a sample of
the letter

To print an example of the letter that has been created, press [F21] from the Edit Letter Detail screen.

ZIP CODES

Overview

The Zip Codes option is used for validating juror mileage by zip code. Zip codes and mileage range can be entered in this option. This option can reduce the possibility of errors on round trip mileage or provide for a default mileage amount.

Accessing the Screen

To access the Zip Code screen, type 6 in the Selection or command line on the Maintenance Menu and press [ENTER].

```

JYTLDKF  DISPLAY                                     6/10/05  9:37:02
Work with Zip Codes
County: 76   Zip Code: _____
Type options, press Enter.
2=Change  4=Delete  5=Display

   Zip
Opt  Code  Description                               Min   Max   Default
Miles Miles   Miles
-   -   -
-   99999  MAXIMUM MILEAGE FOR THE COUNTY             5    25      0
-   99999  MAX MILEAGE FOR COURT LOCATION             3    25      0  C 24  1  Y

F3=Exit  F6=Create
Record changed.

Bottom
  
```

Work with Zip codes screen

Field Definitions

COUNTY (Header)

Type the county number to be displayed on the first detail line of the screen. If the user has multi-county authority, all county records will display.

ZIP CODE

This is a "positioner" field. Type the zip code to be displayed on the first detail line of the screen.

OPTION	Enter 2 to change zip code information. Enter 4 to delete zip code with information. Enter 5 to display zip code with information. NOTE: Press F6 to create/add a new zip code with information.
ZIP CODE	Five digit U.S. zip code. A value of 99999 may also be used with or without a court location, to establish maximum allowable mileage for a court or county.
MIN MILES	The minimum number of round trip miles possible from within the zip code to the court location.
MAX MILES	The maximum number of round trip miles possible from within the zip code to the court location.
DEFAULT MILES	Default mileage is used on the voucher process. Default value is used when round trip mileage is not entered.
CRT	If entered, the mileage will be the allowable round trip mileage to the court location. If blank, the mileage is for any court location within the county. NOTE: When validating round trip mileage, if a juror is assigned to a court location, the system will check that court locations allowable mileage. Otherwise it will check the same zip code without a court location.
ACTIVE	Enter Y if the zip code is active or N if the zip code is not active.

JYTKE1K ADD 6/10/05 9:42:21

Edit Zip Code Details

County: 76 SANILAC COUNTY

Zip Code: _____

Description: _____

Minimum Mileage: _____

Maximum Mileage: _____

Default Mileage: _____

Court: _ _ _

Active (Y/N): _

F3=Exit F4=Prompt

MR a

Edit Zip Code Details screen

OCCUPATIONAL CODES

Overview

The Occupational Codes option is used to add, change, delete or display occupation codes. The code table will be used for entering the juror's occupation as a code, eliminating keying text for each juror.

Accessing the screen

To access the Occupational Code screen, type 7 in the Selection or command line on the Maintenance Menu and press [ENTER].

```

A
-----
JYXNDFK    DISPLAY                                6/10/05  9:49:07
Work with Occupation Codes
Occupation: ____
Type options, press Enter.
2=Change   4=Delete   5=Display

  Opt  Occupation  Description
  ---  -
  --   ATY        ATTORNEY
  --   CLK        CLERK
  --   DEN        DOMESTIC ENGINEER
  --   JUD        JUDGE
  --   MEC        MECHANIC
  --   PGM        PROGRAMMER

F3=Exit   F6=Create                                Bottom
MA      a
  
```

Work with Occupation Codes screen

Field Definitions

OCCUPATION	This is a "positioner" field. Type the occupational code to be displayed on the first detail line of the screen.
OPTIONS	Enter 2 in the option field to change the occupational information. Enter 4 to delete an occupation code. Enter 5 to display the occupation code with information. NOTE: Press F6 to create/add a new occupational code with information.

COURT ROOMS

Overview

This option allows courtrooms to be defined in the jury system for each county. Courtrooms are used within the attendance portion of the system. Jurors in attendance are assigned to a courtroom in order to generate an alphabetic and/or random voir dire list.

Accessing the screen

To access the Court Rooms screen, type 8 in the Selection or command line on the Maintenance menu and press [ENTER].

```

A
JYVADFK    DISPLAY                               6/10/05 11:30:46
                                     Work with Court Rooms

County: 76 SANILAC COUNTY                Court Room: ____

Type options, press Enter.
2=Change, 4=Delete, 5=Display

Opt  Crt Rm  Description
-    AAAA   TEST CRTRM AAAA
-    BBBB   COURT ROOM BBBB
-    C2C2   TEST C2 LOCATION

F3=Exit  F4=Prompt  F6=Create                                Bottom
a

```

Court Rooms Menu screen

Field Definitions

+COUNTY (Header)

The county for which the court room is being created.

OPTION

Enter 2 to change the court room information. Enter 4 to delete the court room with the information. Enter 5 to display the court room with the information.

Note: Press F6 to create a new court room with information.

USER SETTINGS AND SECURITY

Overview

The User Settings and Security option is used to maintain users that will have access to the jury system. An entry must be made in the user file in order for a user to have access to the jury system. Default settings for output queues, county, year, and court are established. A user may have individual authority or group authority (several people with the same authority). Individual and group ids have program security and court location security. Program security provides authorization for specific programs in the jury system. Court location security provides authorization for jurors either unassigned or assigned to specific court locations. Any user may change their own user settings (output queues, default year, default court or cashier ID) but only the jury system security administrator can change program and court location authority.

Accessing the Screen

To access the Work with Jury User screen type 10 for User Settings and Security in the Selection or command line on the Maintenance Menu and press [ENTER].

JYAWDFK DISPLAY 6/10/05 12:44:37

Work with Jury User

User ID: _____

2=Change 3=Copy 4=Delete 5=Display

User ID	Description	County	Year	Crt
ARLENA	ARLENA	76	2004/05	
BUCKNERL	LARRY BUCKNER USERID	25	2005	
DAN	DAN ROSENAU	25	2005	C 07 1
GLEN	GLEN	25	2005	C 07 1
JRYBOARD	JURY BOARD USER	76		
JRYCRTCLK	JURY COURT CLERK	76		
JRYSECOFR	JURY SECURITY OFFICER	12		
OSMUSER	OSMUSER	76	2003/04	C 24 1

F3=Exit F6=Create Bottom

Work with Jury User screen

Field Definitions

USER ID (Header)

This is a "positioner" field. Type the user that is to be displayed on the first detail line of the screen.

OPTION	Enter 2 to change a user's settings. Enter 3 to copy a user's settings. Enter 4 to delete a user. Enter 5 to display the current user settings.
DESCRIPTION	The description of the user.
COUNTY	The county to which the user is assigned.
YEAR	The users default year defined in the user setting.
CRT	The Court to which the user is assigned.

To Add a User

To access the Edit Jury User screen press [F6] from the Work with Jury User screen.

Edit Jury User screen

Field Definitions

USER ID	The AS/400 user id assigned to the user.
DESCRIPTION	The description of the user. This is the name of the user or group of users.
8 x 11 OUTQ	Type the ID of the output queue that all 8 x 11 documents will be sent to.

STANDARD OUTQ	Type the ID of the output queue that all report documents will be sent to.
FORMS OUTQ	Type the ID of the output queue that all forms (labels, vouchers, mailers, etc.) will be sent to.
YEAR	The default year the user will be working with. The default jury year displays on many screens in the system. Change your default year as you begin working more frequently in the new year.
COURT	The default court of the user. If a user works only with jurors assigned to that court, enter the court id. If user works with all jurors, do not enter a default court location.
COUNTY	The default county of the user. The default county displays on many screens in the system but can be overridden if the user has multi-county authority.
MULTI-COUNTY	Type Y in this field if the user will have multi-county authority.
GROUP ID	<p>Enter a standard Group ID or a unique Group ID that has been created for your specific court. Leave this field blank if you wish the user to have individual authority.</p> <p>Group Ids can be established for a group of users requiring the same authority. Three standard Group Ids will be provided:</p> <p>JRYSECOFR - authority to everything for the jury system administrator</p> <p>JRYBOARD - authority to front-end functions for preparing the questionnaire mailing, updating statuses, and selecting jurors for terms/panels</p> <p>JRYCRTCLK - authority for court personnel for selecting jurors for terms/panels, summons mailing, update service, roll call and voucher process</p> <p>These standard Group Ids may be tailored to your specific security needs or establish unique authority for each user. NOTE: A user may have group authority with additional individual authority.</p>
CASHIER ID	Enter a unique cashier ID (up to 6 characters) which will be used by users with access to the voucher process. This is a non-display field so the user must remember their cashier ID (similar to a user password).

VERIFY ID

Enter the cashier ID again to ensure accuracy. This is a non-display field.

To Set Up Program Security

To access the User Security screen press [F10] from the Edit Jury User screen. Program security provides the capability for authorizing users to programs within the jury system.

NOTE: If the user has a group id, program security is not necessary unless you wish to extend individual authority beyond the group id authority.

```

JYQ5DFK    DISPLAY                                6/10/05 13:06:51
                                User Security

County:
User ID:

Type options, press Enter.
Y=Authorized  N=Unauthorized

Opt  Category  Seq  Description                                Program
N    FIN      10  VOUCHER PROCESS                          JYG6PVK
N    FIN      20  W/W VOUCHERS                            JYH1PVK
N    FIN      30  VOUCHER LIST                            JYH3PVK
N    FIN      40  OUTSTANDING VOUCHERS                    JYIAPVK
N    FIN      50  JURY FEE REIMBURSEMENT REPORT           JYT1PVK
N    JUR      10  EDIT JUROR PROMPT                      JYNLPVK
N    JUR      20  EDIT JUROR                             JYDAE1K
N    JUR      30  DELETE JUROR                           JYDFD1K
N    JUR      40  EDIT EVENT                             JYFXETK
N    JUR      50  DELETE EVENT                           JYF5DTK
N    JUR      60  JUROR TRANSFER OR REASSIGNED            JYPJPVK

F3=Exit

More...
  
```

User Security screen 1

Field Definitions

COUNTY	The County number and name to which the user is assigned.
USER ID	The AS/400 user id assigned to the user.
OPTIONS	Enter Y to Authorize a specific function. Enter N to Unauthorize a specific function.
CATEGORY	The menu in which the specific function is used.
	FIN = Financial Menu
	JUR = Work with Jurors
	MNT = Maintenance Menu

RPT = Report Menu
 SEL = Selection Menu
 TAP = Tape Processing Menu

SEQ For JIS use.

DESCRIPTION Description of specific jobs and screens.

PROGRAM For JIS use.

To Set Up Court Location Security

Court Location Security provides the capability for authorizing users who work with jurors assigned to a specific court location or jurors not assigned to a court.

To access the Court Location Security screen press [F11] from the Edit Jury User screen.

```

JYRBDFK    DISPLAY                                6/10/05 13:24:35
                                User/Court Location Security

  County: 76  SANILAC COUNTY
  User ID: ARLENA  ARLENA

  Type options, press Enter.
  Y=Authorized  N=UnAuthorized

  OPT  CTY    CRT    DESCRIPTION
  Y   76    C 12    1  SANILAC COUNTY CIRCUIT COURT
  Y   76    C 24    1  24TH JUDICIAL CIRCUIT COURT
  Y   76    C 46    1  LOCATION 1
  Y   76    C 46    2  LOCATION 2
  Y   76    D 72    1  D72-1 DISTRICT COURT
  Y   76    D 72    2  D72-2 DISTRICT COURT
  Y   76    F 24    1  PROBATE/FAMILY/CIRCUIT
  Y   76                      UNASSIGNED JURORS

  F3=Exit

                                Bottom
  
```

Sample User/Court Location Security screen

Field Definitions

OPT Enter Y in the option field to authorize access into the specific court locations. Enter N in the option field to deny access into the specific court locations.

UNASSIGNED JURORS	The Court Location Security screen must have a location for "Unassigned Jurors". This provides authority to work with jurors who have not been assigned to a court, term, or panel.
To Update a User ID	To access the Edit Jury User (Change) screen, enter 2 in the option field of the record to be updated and press [ENTER]. Once the necessary changes are made, press [ENTER] and the modifications will be made to that record.
To Delete a User ID	To access the Delete Jury User screen, enter 4 in the option field of the record to be deleted and press [ENTER]. The field definitions are the same as the Edit Jury User screen, however, the function keys are different. To delete the record, press [F11]. All authority for the user will be removed from the system.
To Display a Jury User	To access the display jury user screen, enter 5 in the option field of the record to be displayed and press [ENTER].

VENUE CODES

Programming for Venue Codes is currently under development. Documentation will be available in the future.

ZIP CODE VENUES

Programming for Zip Code Venues is currently under development. Documentation will be available in the future.

STREET VENUES

Programming for Street Venues is currently under development. Documentation will be available in the future.

BARCODE OUTPUT QUEUES

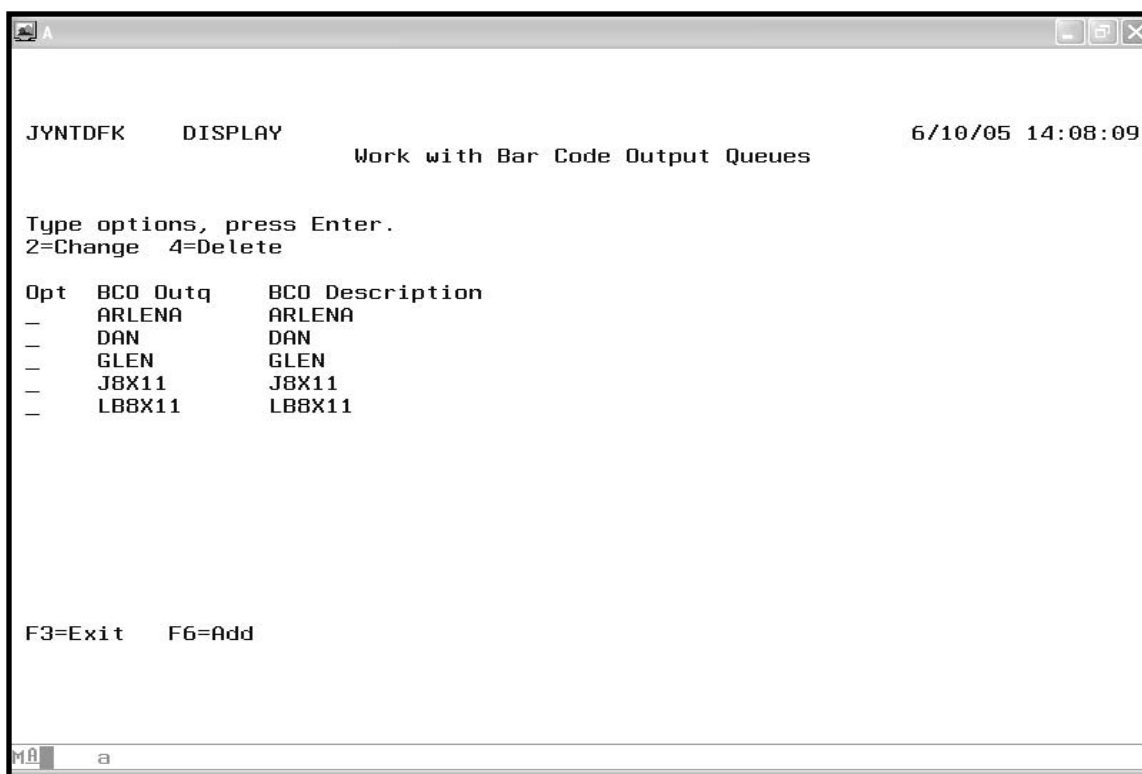
Overview

The Barcode Output Queue option is used to add, change, delete, or display output queues for bar coding. If the user's outq is listed, barcodes are printed on the label, mailer and forms.

WARNING: Before adding a barcode outq entry, verify with JIS that the associated printer is capable of printing barcodes. If the printer is not capable of printing barcodes, unexpected results may occur.

Accessing the Screen

To access the Work with Barcode Output Queue screen, type 20 in the Selection or command line on the Maintenance Menu and press [ENTER].



Work with Barcode Output Queue screen

Field Definitions

BCO OUTQ The name of the outq that is capable of printing barcodes.

BCO DESCRIPTION The description of the barcode outq.

To Add an Outq

To access the Edit Barcode Output Queues screen, press [F6] from the Work with Barcode Output Queues screen.

JYNVE1K ADD 6/10/05 14:10:56

Edit Bar Code Output Queues

Outq: _____

Description: _____

F3=Exit

MA a

Edit Bar Code Output Queues screen

Field Definitions

OUTQ	Type the ID of the outq that all barcoded documents will be sent to.
DESCRIPTION	Enter the description of the barcode outq. This may include name of printer and or location.

AFP OUTQ MAINTENANCE

Overview

The AFP Outq Maintenance option is used to add, change, delete, or display output queues for Advance Function Printing (AFP). If the user's outq is listed, all jury forms will print AFP and reports will print landscaped.

Accessing the Screen

To Access the AFP OUTQ Maintenance menu, type 21 in the Selection or command line on the Maintenance Menu and press [ENTER].

```

MAINT                               Maintenance Menu
Level . : 2                          System:  OSMLANS

Select one of the following:
      1. Counties and Courts
      3. Event Codes
      4. Excuse Codes

  AFP Outq Selection                  OSMXCSTDB
  Position to: _____
  2=Change  4=Delete  5=Display
  Opt  Outq      Description          Down  Across
  --  -
  --  ARLENA     ARLENA'S OUTQ        0.200  0.180
  --  CHRIS      FOR ASCII PRINTER    0.200  0.200
  --  CIROUTQ     CIRCUIT OUTQ
  --  DAN         AFP OUTQ             0.200  0.180
  --  GLEN        GLEN'S OUTQ          0.200  0.180
  --  J8X11       JURY 8X11 OUTQ       0.200  0.180
  --  LB8X11      LARRYB               0.200  0.200

  S                                     More..
  =                                     Roll/Page
  F                                     F24=More
  
```

Work with AFP Outq Selection screen

Field Definitions

OUTQ The name of the outq that is capable of printing AFP.

DESCRIPTION The description of the AFP Outq. This is usually either the name of the person who controls the printer or the location of the printer.

To Add an Outq

To access the Edit AFP Outq Detail screen, press [F6] from the Work with AFP Outq Selection screen.

MAINT Level . : 2

Maintenance Menu

System: OSMLANS

Select one of the following:

- 1. Countie
- 3. Event C
- 4. Excuse

AFP Outq Selection

Position to: _____

2=Change 4=Delete 5=Dis

Opt	Outq	Description
—	ARLENA	ARLENA'S OUTQ
—	CHRIS	FOR ASCII PRI
—	CIROUTQ	CIRCUIT OUTQ
—	DAN	AFP OUTQ
—	GLEN	GLEN'S OUTQ
—	J8X11	JURY 8X11 OUT
—	LB8X11	LARRYB

S = F3=Exit F6=Add

AFP Outq Detail

Outq: _____

Description: _____

Offset Down: _____

Offset Across: _____

F3=Exit More...

F24=More

AFP Outq Detail screen

Field Definitions

OUTQ	Type the ID of the outq that all AFP documents will be sent to.
DESCRIPTION	Enter the description of the AFP outq. This may include name of printer and or location.
OFFSET DOWN	The offset down is part of the alignment of the AFP forms. Enter the number to define the offset down. This is usually 0.200.
OFFSET ACROSS	The offset across is part of the alignment of the AFP forms. Enter the number to define the offset down. This is usually 0.200 or 0.180.

NOTE: After setting the offsets, print a sample form to verify the alignment is set correctly. For example: Things to look for are correct left and right margins and YES and NO boxes on the Questionnaire form are lined up correctly. Call JIS with any questions.